



SACHI A. HAMAI
Interim Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
HILDA L. SOLIS
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MICHAEL D. ANTONOVICH
Fifth District

June 02, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROPRIATION ADJUSTMENT TRANSFERRING FUNDING FROM PROVISIONAL FINANCING
USES TO THE SHERIFF'S DEPARTMENT
ALL DISTRICTS
(3 VOTES)**

SUBJECT

Request approval of an appropriation adjustment transferring \$21,685,000 in funding from Provisional Financing Uses to the Sheriff's Department to implement Phase II of the Citizens' Commission on Jail Violence recommendations.

IT IS RECOMMENDED THAT THE BOARD:

Approve a Fiscal Year 2014-15 Appropriation Adjustment transferring \$21,685,000 from Provisional Financing Uses to the Sheriff's Department to implement Phase II of the Citizens' Commission on Jail Violence recommendations.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On April 15, 2014, as part of the Recommended Budget for Fiscal Year (FY) 2014-15, the Board approved \$33,045,000 in funding to be set aside in the Provisional Financing Uses (PFU) budget to implement Phase II of the Citizens' Commission on Jail Violence (CCJV) recommendations.

On September 30, 2014, as part of Supplemental Budget Changes for FY 2014-15, the Board approved an additional \$1,667,000 in funding to be set aside in the PFU budget to implement CCJV Recommendation 4.11. 19 new administrative and clerical staff will be added to assume administrative work within the jails, thereby allowing deputies and custody assistants to be reassigned to direct inmate supervision duties.

In order to ensure funds were expended as directed by the Board, the Sheriff's Department (Department) was required to submit their expenditures with the relevant supporting documentation, on a quarterly basis, to the Auditor-Controller (A-C) for fiscal review and validation. Once the applicable spending had been confirmed, the Chief Executive Office (CEO) and Department were to submit recommendations to the Board for their consideration to transfer funding from PFU to the Department's budget. This practice has been in place since FY 2013-14.

Auditor-Controller Fiscal Review and Validation

Based on the A-C's quarterly reviews to-date, the Department has utilized CCJV funds for its intended purpose. In addition, the A-C's findings have resulted in minimal adjustments to the Department's claimed amounts which are primarily due to reporting/calculation methodology issues (Attachment A). As a result, the CEO and the A-C recommend that the CCJV quarterly fiscal reviews be performed annually on a go forward basis unless otherwise directed by the Board.

Provisional Financing Uses Transfer Request

The CEO, in conjunction with the A-C and the Department, recommends the transfer of \$1,983,000 from PFU to reimburse the Department based on actual costs incurred by the Department for CCJV Phase II expenditures for the first quarter of FY 2014-15 (Attachment B).

In addition, the CEO, in conjunction with the Department, recommends that CCJV Phase II estimated expenditures for the remaining three quarters of \$19,702,000 be transferred from PFU to the Department's budget (Attachment C).

The total recommended transfer amount from PFU to the Department is \$21,685,000 for FY 2014-15 CCJV Phase II expenditures.

It should be noted that out of the \$34,712,000 in funding set aside in PFU for implementation of Phase II of the CCJV recommendations, this transfer of \$21,685,000 will leave a balance of \$13,027,000 which will remain in PFU and be available for use at a later time.

Implementation of Strategic Plan Goals

These actions support the County's Strategic Plan Goal 1: which include Operational Effectiveness, Fiscal Sustainability, and Integrated Services Delivery to the people of the County.

FISCAL IMPACT/FINANCING

Approval of an Appropriation Adjustment of \$21,685,000 will decrease PFU and increase the Department's 2014-15 operating budget as follows:

- Administration Budget – Salaries and Employee Benefits \$1,872,000;
- Administration Budget – Services and Supplies \$252,000;
- Administration Budget – Capital Assets \$108,000
- Custody Budget – Salaries and Employee Benefits \$9,663,000;
- Custody Budget – Services and Supplies \$396,000;
- Custody Budget – Capital Assets \$118,000
- General Support Budget – Salaries and Employee Benefits \$2,824,000;
- General Support Budget – Services and Supplies \$4,666,000; and

- General Support Budget – Capital Assets \$1,786,000.

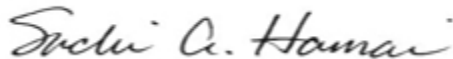
FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Per Government Code Section 29125, when an increase in an appropriation is to be financed by a decrease in an appropriation in a different budget unit, the adjustment must be formally approved by the Board.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Adoption of the recommendation will allow the Board to provide the Department with sufficient appropriation to implement/complete Board-approved programs and/or projects.

Respectfully submitted,



SACHI A. HAMAI

Interim Chief Executive Officer

SAH:SK:SW

JV:cc

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Sheriff
Auditor-Controller

**SHERIFF'S DEPARTMENT
CITIZENS' COMMISSION ON JAIL VIOLENCE (CCJV) PROJECT - PHASE II
CLAIM EXPENDITURES AND AUDIT FINDINGS SUMMARY
FISCAL YEAR (FY) 2013-14 AND 2014-15**

| <u>DATE</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> | <u>% DIFF</u> | <u>COMMENTS</u> |
|---------------------------|--------------------|---------------------|---------------|--|
| FY 2013-14 | | | | |
| Oct 2013 - Nov 2013 | Sheriff Claim | \$ 1,984,134 | | |
| | A-C Validation | 1,895,533 | | |
| | (Over)/Under-Claim | <u>\$ (88,601)</u> | -4.5% | Incorrect Salaries & Employee Benefits calculation on claim for full-time staff dedicated for CCJV projects. |
| Dec 2013 - Feb 2014 | Sheriff Claim | \$ 5,361,944 | | |
| | A-C Validation | 5,366,812 | | |
| | (Over)/Under-Claim | <u>\$ 4,868</u> | 0.1% | Incorrect minor calculation discrepancies. |
| Mar 2014 - May 2014 | Sheriff Claim | \$ 5,529,758 | | |
| | A-C Validation | 5,858,132 | | |
| | (Over)/Under-Claim | <u>\$ 328,374</u> | 5.9% | Inadvertent exclusion of a portion of CCJV-related training overtime and services provided. |
| Jun 2014 | Sheriff Claim | 8,423,020 | | |
| | A-C Validation | 7,972,358 | | |
| | (Over)/Under-Claim | <u>\$ (450,662)</u> | -5.4% | Incorrect inclusion of claim adjustments for prior period. |
| FY 2014-15 | | | | |
| Jul 2014 - Sept 2014 | Sheriff Claim | \$ 1,912,587 | | |
| | A-C Validation | 1,983,027 | | |
| | (Over)/Under-Claim | <u>\$ 70,440</u> | 3.7% | Inadvertent exclusion of eligible overtime primarily offset by a salary calculation issue for custody supervisors. |
| Overall Difference | Sheriff Claim | \$ 23,211,443 | | |
| | A-C Validation | <u>23,075,862</u> | | |
| | (Over)/Under-Claim | <u>\$ (135,581)</u> | -0.6% | Overall findings since inception of claiming process due to reporting/calculation methodology issues, and not operational use issues. Department using funds for intended purpose. |



JOHN NAIMO
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-3873
PHONE: (213) 974-8301 FAX: (213) 626-5427

ATTACHMENT B

January 21, 2015

TO: Sachi A. Hamai
Interim Chief Executive Officer

FROM: John Naimo 
Auditor-Controller

SUBJECT: **SHERIFF'S DEPARTMENT – PROVISIONAL FINANCING USES
FUNDING CLAIM REVIEW (JULY THROUGH SEPTEMBER 2014)**

On April 15, 2014 and September 30, 2014, as part of two separately approved motions, the Board of Supervisors (Board) set aside approximately \$34.7 million in the Fiscal Year (FY) 2014-15 Provisional Financing Uses (PFU) budget for the Sheriff's Department (Sheriff's or Department) to address Phase II of implementing the recommendations made by the Citizens' Commission on Jail Violence (CCJV).

The Chief Executive Office's (CEO) September 30, 2014 Board letter indicated that the quarterly claims process established in FY 2013-14 will remain in place, whereby the Sheriff's submits supporting documentation for CCJV expenditures to the Auditor-Controller (A-C) for review and validation. Once the A-C validates the expenditures, the CEO and the Sheriff's will submit recommendations to the Board for their consideration to transfer the funding from PFU to the Sheriff's budget.

A-C Review and Validation

From July to September 2014, the Sheriff's claimed a total of \$1,912,587 in reimbursements from the PFU budget for expenditures related to the implementation of the CCJV recommendations (Attachment II).

Based on our review, we recommend reimbursement from the PFU budget in the amount of \$1,983,027, which is \$70,440 more than the Sheriff's claim. Specifically:

| CCJV Recommendation | Amount Requested by Sheriff's | Amount Validated by A-C | Amount Overclaimed / (Underclaimed) |
|---|--|--|--|
| 6.05 - Supervision of Deputies | \$ 1,190,467 | \$ 811,728 | \$ 378,739 |
| 6.03 - Increase Custody Specific Training | 165,141 | 614,745 | (449,604) |
| 7.01 - Internal Affairs | 310,582 | 308,164 | 2,418 |
| 7.01 - Internal Criminal Investigations | 126,044 | 128,037 | (1,993) |
| 4.12 - Internal Audit and Inspections | 120,353 | 120,353 | - |
| Total | \$ 1,912,587 | \$ 1,983,027 | \$ (70,440) |

The \$70,440 under-claim is primarily due to the net of the Department under-claiming eligible training overtime, which was partially offset by over-claiming salary costs for custody supervisors. In addition, we noted slight variances in the salaries claimed for Internal Affairs and the Internal Criminal Investigations Bureau. Sheriff's management agreed with the revised amount.

Our recommendation is based on our review of the supporting documentation for the CCJV expenditures. Specifically, our review included ensuring that CCJV salaries and employee benefits were correctly calculated, overtime was approved/supported for our selected sample, and expenditures were attributed to the specified recommendation.

Please see Attachment I for additional details.

If you have any questions please call me, or your staff may contact Robert Smythe at (213) 253-0100.

JN:AB:RS

Attachments

c: Jim McDonnell, Sheriff
Audit Committee
Sid Kikkawa, Senior Assistant CEO
Sheila Williams, Senior Manager CEO

**SHERIFF'S DEPARTMENT
PROVISIONAL FINANCING USES FUNDING CLAIM REVIEW
FISCAL YEAR (FY) 2014-15**

BUDGETED AND VALIDATED EXPENDITURES BY CATEGORY

| PROVISIONAL FINANCING USES (PFU) BUDGET | Budgeted Positions | Validated Positions (As of Sept 30, 2014) | FY 2014-15 Budget | Amount Validated Current Claim (July to Sept 2014) | Amount Validated YTD (July to Sept 2014) | Amount Under / (Over) Budget |
|---|--------------------|--|-------------------|---|---|------------------------------|
|---|--------------------|--|-------------------|---|---|------------------------------|

Citizens' Commission on Jail Violence (CCJV) PHASE II PROPOSED BUDGET BY RECOMMENDATION (ONGOING)

Salaries, Employee Benefits, and Services & Supplies

| | | | | | | |
|---|----|----|---------------|------------|------------|---------------|
| 6.05 - Supervision of Deputies | 47 | 20 | \$ 11,030,000 | \$ 811,728 | \$ 811,728 | \$ 10,218,272 |
| 6.03 - Increase Custody Specific Training | 6 | 4 | 4,185,000 | 614,745 | 614,745 | 3,570,255 |
| 7.01 - Restructure Investigation/Disciplinary System | | | | | | |
| Internal Affairs | 9 | 8 | 1,851,000 | 308,164 | 308,164 | 1,542,836 |
| Internal Criminal Investigations | 13 | 3 | 2,547,000 | 128,037 | 128,037 | 2,418,963 |
| 4.12 - Create Internal Audit and Inspections Division | 28 | 4 | 5,546,000 | 120,353 | 120,353 | 5,425,647 |
| 4.11 - Facility Administration Staffing | 19 | 0 | 1,667,000 | - | - | 1,667,000 |
| Total CCJV Ongoing Budget | | | 26,826,000 | 1,983,027 | 1,983,027 | 24,842,973 |

CCJV PHASE II PROPOSED BUDGET BY RECOMMENDATION (ONE-TIME)

Services & Supplies and Fixed Assets

| | | | | | | |
|---|---|---|-----------|---|---|-----------|
| 6.05 - Supervision of Deputies | - | - | 282,000 | - | - | 282,000 |
| 6.03 - Increase Custody Specific Training | - | - | 205,000 | - | - | 205,000 |
| 7.01 - Restructure Investigation/Disciplinary System | | | | | | |
| Internal Affairs | - | - | 327,000 | - | - | 327,000 |
| Internal Criminal Investigations | - | - | 546,000 | - | - | 546,000 |
| 4.12 - Create Internal Audit and Inspections Division | - | - | 831,000 | - | - | 831,000 |
| 3.08 - Information Systems Overhaul | - | - | 1,000,000 | - | - | 1,000,000 |
| 7.15 - Lapel Cameras | - | - | 4,695,395 | - | - | 4,695,395 |
| Total CCJV One-Time Budget | - | - | 7,886,395 | - | - | 7,886,395 |

| | | | | | | |
|------------------------------------|------------|-----------|----------------------|---------------------|---------------------|----------------------|
| FY 2014-15 TOTAL PFU BUDGET | 122 | 39 | \$ 34,712,395 | \$ 1,983,027 | \$ 1,983,027 | \$ 32,729,368 |
|------------------------------------|------------|-----------|----------------------|---------------------|---------------------|----------------------|

① The Sheriff's did not claim any one-time services & supplies and fixed assets Phase II expenditures for the July to September 2014 claim. However, Sheriff's management indicated they plan to use and claim one-time costs on a future claim(s).



County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



JOHN L. SCOTT, Sheriff

October 31, 2014

Mike Pirolo, Chief
Department of Auditor-Controller
Audit Division
World Trade Center
350 South Figueroa Street, 8th Floor
Los Angeles, California 90071

Dear Mr. Pirolo:

**REQUEST FOR REIMBURSEMENT OF EXPENDITURES INCURRED
ON BEHALF OF THE CITIZEN'S COMMISSION ON JAIL VIOLENCE
JULY - SEPTEMBER 2014**

In compliance with the Board of Supervisors action of October 8, 2013, the Los Angeles County Sheriff's Department (Department) is seeking your fiscal review and validation of the Salary and Employee Benefit (S&EB) and overtime costs incurred during the period of July through September 2014 by Department personnel assigned to the several programs recommended by the Citizens' Commission on Jail Violence (CCJV).

To assist your review of the costs, the following documents are attached:

- A summary worksheet and monthly S&EBs of employees assigned to CCJV programs (Phase II);
- Electronic Human Resources (eHR) Time History reports for personnel assigned to CCJV – Phase II positions for a partial month;
- Reports for overtime control numbers.

Upon concluding your review and approval of the expenditures shown on the attached documents, we request that you authorize reimbursement as follows:

A Tradition of Service

Mr. Pirolo

- 2 -

October 31, 2014

CCJV

- Salaries and Employee Benefits \$1,496,079
- Overtime \$ 416,508

Total Request \$1,912,587

The appropriation currently resides in the Chief Executive Office's Provisional Financing Uses budget unit.

If you have any questions, please contact Director Rick Cavataio at (323) 526-5144.

Sincerely,

JOHN L. SCOTT, SHERIFF


GLEN DRAGOVICH, DIVISION DIRECTOR
ADMINISTRATIVE AND TRAINING DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
 PHASE II - CITIZEN'S COMMISSION ON JAIL VIOLENCE (CCJV) ANNUAL PROJECTION
 FISCAL YEAR 2014-15

| CCJV Recommendation # | DESCRIPTION | OBJECT CODE/CLASS | Budget Unit | July - Sept 2014 Expenditures | Oct - Dec 2014 Expenditures | Jan 2015 - March 2015 Projection | April 2015 - Jun 2015 Projection | FY 2014-15 Annual Projection |
|---|---|----------------------|----------------|----------------------------------|--------------------------------|-------------------------------------|-------------------------------------|---------------------------------|
| 6.05 | Supervision of Deputies | 1000 / S&EB | 15685 | 811,728 | 1,123,432 | 1,814,725 | 2,078,360 | 5,828,245 |
| 6.03 | Increase Custody Specific Training | 1000 / S&EB | 15685 | 165,141 | 396,837 | 299,010 | 299,010 | 1,159,998 |
| 603 | Increase Custody Specific Training | 1000 / 1081 | 15685 | 449,604 | 776,533 | 686,932 | 686,932 | 2,600,000 |
| 7.01 | Restructure Investigation/Disciplinary System - Internal Affairs Bureau (IAB) | 1000 / S&EB | 15687 | 308,164 | 354,604 | 354,604 | 354,604 | 1,371,976 |
| 7.01 | Restructure Investigation/Disciplinary System - Internal Criminal Investigations Bureau (ICIB) | 1000 / S&EB | 15687 | 128,037 | 407,892 | 458,105 | 458,105 | 1,452,140 |
| 4.12 | Create Internal Audit & Inspections Division | 1000 / S&EB | 15684 | 120,353 | 433,731 | 628,177 | 689,756 | 1,872,017 |
| 4.11 | Facility Administration Staffing | 1000 / S&EB | 15685 | - | 3,282 | 35,653 | 35,653 | 74,588 |
| Subtotal: Salaries & Employee Benefits (including Overtime) | | | | 1,983,027 | 3,496,311 | 4,277,206 | 4,602,419 | 14,358,963 |
| 6.05 | Supervision of Deputies | 2000 / 20P | 15685 | - | - | - | 153,000 | 153,000 |
| 603 | Increase Custody Specific Training | 2000 / 20P | 15685 | - | - | - | 72,000 | 72,000 |
| 7.01 | Restructure Investigation/Disciplinary System Internal Affairs Bureau (IAB) | 2000 / 20P | 15687 | - | - | - | 81,000 | 81,000 |
| 7.01 | Restructure Investigation/Disciplinary System - Internal Criminal Investigations Bureau (ICIB) | 2000 / 20P | 15687 | - | - | - | 117,000 | 117,000 |
| 4.12 | Create Internal Audit & Inspections Division | 2000 / 20P | 15684 | - | - | - | 252,000 | 252,000 |
| 4.11 | Facility Administration Staffing | 2000 / 20P | 15685 | - | - | - | 171,000 | 171,000 |
| 3.08 | Information System Overhaul | 6030 / 60D | 15687 | - | - | - | 1,000,000 | 1,000,000 |
| 7.15 | Fixed Cameras (in lieu of Lapel Cameras) | 2000 / 22A-22E | 15687 | - | - | - | 4,468,000 | 4,468,000 |
| | CCJV Phase II Vehicle Purchases | | | - | - | - | 1,012,000 | 1,012,000 |
| Subtotal: Services and Supplies (S&S) and Capital Assets Costs | | | | - | - | - | 7,326,000 | 7,326,000 |
| Total: FY 2014-15 Phase II - CCJV Annual Projections: | | | | 1,983,027 | 3,496,311 | 4,277,206 | 11,928,419 | 21,684,963 |

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BA FORM 12182014

BOARD OF SUPERVISORS
OFFICIAL COPY

COUNTY OF LOS ANGELES

March 23, 2015
DEPT NO: 060

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2014-15

3 - VOTES

SOURCES

BA DETAIL - SEE ATTACHMENT PAGES 1 - 2

USES

BA DETAIL - SEE ATTACHMENT PAGES 1 - 2

SOURCES TOTAL

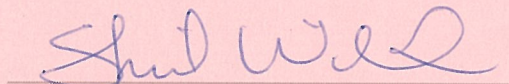
21,685,000

USES TOTAL

21,685,000

JUSTIFICATION

Reflects transfer of funding from the PFU budget to the Sheriff's Administration, Custody, and General Support budgets to implement phase II of the CCJV recommendations.



AUTHORIZED SIGNATURE SHEILA WILLIAMS, MANAGER, CEO

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR---

☐ ACTION

☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

DATE

B.A. NO. 154

March 25, 2015

☒ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

DATE

W. Kikawa

April 30, 2015

SEND 3 COPIES TO THE AUDITOR-CONTROLLER

COUNTY OF LOS ANGELES
MID-YEAR BUDGET ADJUSTMENT

Sheriff

FY 2014-15

3 - VOTES

SOURCES

USES

PFU-SHERIFF

A01-CB-2000-13749-13752

SERVICES & SUPPLIES

DECREASE APPROPRIATION

21,685,000

SHERIFF - ADMINISTRATION

A01-SH-1000-15681-15684

SALARIES & EMPLOYEE BENEFITS

INCREASE APPROPRIATION

1,872,000

SHERIFF - ADMINISTRATION

A01-SH-2000-15681-15684

SERVICES & SUPPLIES

INCREASE APPROPRIATION

252,000

SHERIFF - ADMINISTRATION

A01-SH-6030-15681-15684

CAPITAL ASSETS - EQUIPMENT

INCREASE APPROPRIATION

108,000

SHERIFF - CUSTODY

A01-SH-1000-15681-15685

SALARIES & EMPLOYEE BENEFITS

INCREASE APPROPRIATION

9,663,000

SHERIFF - CUSTODY

A01-SH-2000-15681-15685

SERVICES & SUPPLIES

INCREASE APPROPRIATION

396,000

SHERIFF - CUSTODY

A01-SH-6030-15681-15685

CAPITAL ASSETS - EQUIPMENT

INCREASE APPROPRIATION

118,000

SHERIFF - GENERAL SUPPORT SERVICES

A01-SH-1000-15681-15687

SALARIES & EMPLOYEE BENEFITS

INCREASE APPROPRIATION

2,824,000

SHERIFF - GENERAL SUPPORT SERVICES

A01-SH-2000-15681-15687

SERVICES & SUPPLIES

INCREASE APPROPRIATION

4,666,000

SHERIFF - GENERAL SUPPORT SERVICES

A01-SH-6030-15681-15687

CAPITAL ASSETS - EQUIPMENT

INCREASE APPROPRIATION

1,786,000

BA #154

[Signature] 3/25/15

COUNTY OF LOS ANGELES
MID-YEAR BUDGET ADJUSTMENT

Sheriff

FY 2014-15

3 - VOTES

SOURCES

USES

SOURCES TOTAL

21,685,000

USES TOTAL

21,685,000

BA #157
[Signature] 3/25/15